



Job Announcement

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Opening Date:	December 20, 2012	Closing Date:	January 3, 2013
Job Title:	District Court Clerk I/II - Civil/Criminal/Traffic	Position Type:	Regular Full Time
PIN:	000794	FLSA Status:	Non-Exempt
Location:	District 9, Harford County Bel Air, Maryland	Grade/Entry Salary:	Level I - J05 \$27,576 - \$32,636 Level II - J06 \$29,278 - \$34,691 (Depending on Qualifications)
Financial Disclosure:	No		(Salary effective 1/1/13)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work involving civil, criminal and traffic court proceedings. Maintains front counter in the Criminal/Traffic department. Answers inquiries from the public about cases, provides forms, explains court policies & procedures, provides copies of court documents. Receives and distributes daily correspondence by date stamping and delivery to appropriate clerk for processing. Prints cashier payment sheets for walk-in customers and payments received through the mail. Performs cashier duties: accepts payments into the court's revenue collection system on a daily basis, rings transactions, opens and distributes daily mail, accurately accounts for the funds and balances cash register at the end of the day. Prepares daily deposit and distributes end of day report to appropriate clerk for processing. Performs data entry of appearances, subpoenas, change of addresses. Files, creates case folders, sends out writs to detention facilities. Maintains officer court dates, distributes court notices, updates availability of officers. Performs other duties as assigned. This position is considered Essential Personnel.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Proficiency in typing, data entry or word processing. Previous relevant court or legal experience. Cashiering or money handling experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer, cash register, calculator, copier and facsimile. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions, comments and notations. Ability to learn court specific software applications. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received in the office of the Human Resources Department at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.